

JOB DESCRIPTION
MURFREESBORO BUILDING AND CODES DEPARTMENT
CODES INSPECTOR

1. **JOB TITLE: CODES INSPECTOR**
2. **DEFINITION:** A Codes Inspector is a combination inspector responsible for the enforcement of construction codes and other pertinent laws and ordinances. This position requires an individual who possesses an in depth knowledge of construction and the ability to be a certified inspector within one year of employment. This position also requires a person who possesses a personal disposition and the psychological qualities necessary to work well the public and other employees. This employee will work under the supervision of the Director of the Building and Codes Department. All employees are responsible to the City Manager. This position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act, as having no significant occupational exposure to bloodborne pathogens, and as Safety-Sensitive; the employee is subject to pre-employment, reasonable suspicion, post-accident, random, promotion and transfer, return-to-duty and follow-up drug and alcohol testing.
3. **EQUIPMENT/JOB LOCATION:**
 - a. A Codes Inspector must have the ability to safely operate a vehicle as well as use modern inspection and office equipment, including but not limited to level, ladder, 100' measuring tape, measuring wheel, architectural and engineering scales, two way radio, personal computer, calculator, copier, fax and multi-line telephone system.
 - b. The job location is in the Building and Codes Department. Work performed will be both indoors and outdoors, with primary work performed outdoors regardless of weather conditions. All city buildings and vehicles are smoke free.
4. **ESSENTIAL FUNCTIONS OF THE JOB:**
 - a. Conducts building, plumbing, mechanical, gas, sign and property maintenance inspections as prescribed by the regulatory codes and established policies and procedures. Notifies contractor/owner of deficiencies found; completes "Notice of Correction" forms. Conducts re-inspections to verify compliance and prepares daily report of inspections and investigations. Reports any unresolved outstanding conditions to the Assistant Director or Director for resolution.
 - b. Obtains technical and professional reports from contractors, engineers and testing agencies when required by the regulatory codes or where required by the Director as prescribed by code.
 - c. Assists with investigations and enforcement of contractor licensing laws of the city and state.
 - d. Removes illegal signs placed in the right of way or on city property.
 - e. Issues citations in accordance with applicable laws including TCA 6-54-117 – Citations.
 - f. Prepares and testifies in civil cases and administrative hearings.
 - g. Works with contractors to solve unusual construction problems; confers with the Assistant Director or Director as necessary to ensure compliance.

- h. Confers with the Assistant Director or Director in resolving work related problems of a technical or administrative nature.
- i. Operates a motor vehicle for the purpose of traveling to, from and on construction sites, both improved and unimproved.
- j. Attends educational training sessions for a minimum of 36 hours every 3 years as required to maintain building inspection certification in accordance with state law, TCA 68-120-113.

5. **ADDITIONAL EXAMPLE OF WORK PERFORMED:**

- a. Performs other duties and special projects as assigned.

6. **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- a. Must be at least 21 years of age.
- b. High School diploma or equivalent required.
- c. Must have had at least five (5) years experience as an inspector of construction, contractor, engineer, architect, or as a superintendent, or foreman, or combination thereof.
- d. Must have the legal authorization to work in the United States.
- e. Must submit to and pass a pre-employment drug and alcohol screen.
- f. Possess a driver's license valid in the State of Tennessee and reliable transportation, with the ability to safely operate a motor vehicle for the purpose of traveling to, from and on construction sites, both improved and unimproved.
- g. Must maintain automobile liability insurance on vehicle used to perform job duties for City of at least \$100,000 single limit, or such other amount as citywide policies may require in the future.
- h. Must be certified as a Building Inspector with the State of Tennessee.
- i. Must be recertified by the State of Tennessee as a Building Inspector every three (3) years with continuing education required under TCA 68-120-113(b). Failure to obtain recertification every three (3) years shall result in termination of employment.
- j. Must properly enforce the codes as prescribed in TCA 68-120-113(d). Failure to properly enforce the codes may result in State Fire Marshal's revocation of certification. Intentional failure to enforce the codes that pose an immediate danger to the life safety or welfare of another is a Class B misdemeanor. Loss of certification shall result in termination of employment.
- k. Possess knowledge of methods and practices of building construction, gas, mechanical, plumbing systems.
- l. Must be familiar with and skilled in adopted codes and ordinances or ability to rapidly learn same.
- m. Possess knowledge of and ability to properly interpret and apply appropriate codes to given situations.
- n. Possess ability to discuss, explain, and interpret code requirements.
- o. Possess ability to detect deviations from codes and effectively communicate corrective action in writing.
- p. Possess ability to climb stairs and ladders, walk 2 miles on a daily basis, traverse rough and debris-strewn ground and floor areas, enter and maneuver in confined spaces and negotiate similar situations which may be found at inspection sites.

- q. Possess ability to read, write and effectively communicate with the public and co-workers as required in the performance of the job.
- r. Possess good judgment and excellent human relation skills.
- s. Possess ability to understand and carry out complex oral and written instructions.
- t. Possess mental and physical ability to work independently.
- u. Possess ability to read and interpret plans and specifications accurately.
- v. Possess ability to properly operate office equipment such as multi-line telephones, fax, calculators, computers, and copy machines.
- w. Possess ability to properly and safely operate inspection equipment such as level, ladder, telescoping survey pole, 100' measuring tape, measuring wheel, architectural and engineering scales.
- x. Possess ability to effectively communicate on two-way radio system, being courteous and considerate.
- y. Possess ability to be courteous, considerate, efficient and prompt in dealing with the public and co-workers.
- z. Possess ability to appear for work on time, to complete assigned tasks within a reasonable period of time and to perform the duties of the job for a complete workday. Some occasional overtime required.
- aa. Possess ability to learn and comply with Department rules and regulations, policies and procedures.
- bb. Possess ability to maintain effective working relationship with building owners, contractors and co-workers.
- cc. Possess ability to concentrate and accomplish tasks despite interruptions.
- dd. Possess ability to perform a variety of tasks simultaneously.
- ee. Possess good reputation and ability to demonstrate honesty, integrity, and impartiality.

Non-Exempt
Safety Sensitive
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